



## **NOTICE OF NEW / REVISED BULLETIN**

Examination Title: **ACCOUNTING TECHNICIAN**

The attached Accounting Technician examination bulletin dated March 31, 2003 replaces and supersedes the Accounting Technician examination bulletin dated August 1, 2001.

This exam has been changed from a Continuous Testing exam to a Continuous Filing exam; therefore, the cut-off dates: February 28 and August 31 are cancelled and no longer valid. Testing is anticipated to occur annually with the next commence testing anticipated for August 2003.

If you have already submitted an Examination Application (STD 678) for the Accounting Technician examination, you DO NOT need to submit another application. Your application will be kept on file for the next administration.

If you meet the minimum qualifications for the Accounting Technician based on the "Requirements for Admittance to the Exam" on page 2 of the bulletin and would like to participate in this examination, please file an application following the filing instructions on the bulletin.

# ACCOUNTING TECHNICIAN

## OPEN – NONPROMOTIONAL EXAMINATION

### SPOT - SACRAMENTO

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>DEPARTMENTAL FOR</b>	EMPLOYMENT DEVELOPMENT DEPARTMENT		
<b>POSITIONS EXIST</b>	Positions exist in Sacramento and Rancho Cordova.		
<b>POSITION DESCRIPTION</b>	An Accounting Technician, under supervision, performs semiprofessional accounting functions relating to fiscal, program, tax or fund accounting systems. Duties such as making arithmetical computations/tabulations and keeping inventory records are considered clerical and do not alone constitute work typical of this class although they may be performed along with account keeping functions. Incumbents may have regular contact with a multitude of various external customers.		
<b>SALARY RANGE</b>	\$2348 - \$2855 per month		
<b>CONTINUOUS FILING</b>	Examination Applications (STD 678) will be accepted continuously. Testing will occur in accordance with the hiring needs of the Department (commence testing dates will be announced).		
<b>WHO SHOULD APPLY</b>	Persons who meet the minimum qualifications as stated on this bulletin should apply. This is an open, nonpromotional examination. Applications will not be accepted on a promotional basis.		
<b>HOW TO APPLY</b>	<p>To apply for this examination, submit a completed Examination Application (STD 678) <b>POSTMARKED</b> no later than the commence testing date. Applications postmarked after the commence testing date will be kept on file for the next administration of this examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be <b>RECEIVED BY 5:00 P.M. ON THE COMMENCE TESTING DATE</b>. Use of EDD metered mail, including interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications <b>DIRECTLY</b> to:</p> <table> <tr> <td><b>MAILING ADDRESS:</b> Employment Development Department Human Resource Services Div, MIC 54 Attention: Accounting Technician Exam P.O. Box 826880 Sacramento, CA 94280-0001</td><td><b>FILE IN PERSON ADDRESS:</b> Employment Development Department Human Resource Services Division Attention: Accounting Technician Exam 751 N Street, 6<sup>th</sup> Floor Solar Building Sacramento, CA 95814</td></tr> </table> <p><b>Note:</b> To gain access to the 6<sup>th</sup> Floor Solar Building, you must enter at 722 Capitol Mall and sign in at the security desk.</p> <p><b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</b></p> <p><b>Note:</b> All applications must include "from" and "to" dates (month/day/year), time base, and civil service class titles. Applications received without this information may be rejected because of incomplete information.</p>	<b>MAILING ADDRESS:</b> Employment Development Department Human Resource Services Div, MIC 54 Attention: Accounting Technician Exam P.O. Box 826880 Sacramento, CA 94280-0001	<b>FILE IN PERSON ADDRESS:</b> Employment Development Department Human Resource Services Division Attention: Accounting Technician Exam 751 N Street, 6 <sup>th</sup> Floor Solar Building Sacramento, CA 95814
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**SEE PAGE 2 FOR ADDITIONAL INFORMATION**

**SPECIAL TESTING  
ARRANGEMENTS**

If you need special testing arrangements, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted to make specific arrangements.

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**ELIGIBLE LIST  
INFORMATION**

An open, nonpromotional departmental eligible list will be established for the EDD. Names of successful competitors are merged onto the list in final score order, regardless of date. Eligibility expires 24-months after it is established.

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***Recompetition  
Restrictions***

Competitors will be permitted to recompile for this examination only after 18-months from the commence testing date of the examination in which they competed.

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**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

**Note:** All applicants must meet the education and experience requirements for this examination by the **written test date**.

It is the responsibility of all applicants to provide complete and detailed descriptions of qualifying experience to substantiate minimum qualifications. This information is critical in determining acceptance into any examination. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required.

***Minimum  
Qualifications***

**Experience:** Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience.

**AND**

**Education:** Completion of at least nine semester hours of a professional accounting curriculum. (Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)

(Completion of a professional accounting curriculum comprising of at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)

"Professional accounting curriculum" means core accounting courses that are the required courses needed to obtain a certificate, Associate of Arts, or Bachelors Degree in Accounting. **Unacceptable** courses would include mathematics, statistics, data processing, bookkeeping, marketing, and Introduction to Accounting.

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***Proof of Completion  
of Educational  
Requirements***

All Examination Applications must contain the following information on all accounting, auditing, business law, and related courses completed: title, semester or quarter credits, name of institution, and completion date.

**All applicants must submit evidence/proof of completion of the education requirement with either their Examination Application or at the written examination. The proof provided must be copies of college transcripts that show the specific coursework and semester/quarter hours required.**

Educational proof must be in English or an official English translation (i.e., an accredited college, university, or private institution which not only translates the degree/transcripts verbatim, but also explains what the degree/course work is equivalent to in the United States.) The proof provided will become the property of the EDD.

**SCOPE****A. Knowledge of:**

1. Principles and practices of financial record keeping.
2. Basic principles of accounting.
3. Governmental accounting principles and procedures.

**B. Ability to:**

1. Apply generally accepted accounting principles, procedures and practices to a variety of recurring accounting assignments.
2. Analyze data and draw logical conclusions.
3. Make arithmetical computations rapidly and accurately.
4. Apply rules and regulations to specific cases.
5. Operate office equipment and automated systems used in financial record-keeping.
6. Communicate effectively.

**EXAMINATION  
INFORMATION**

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**WRITTEN TEST ONLY – WEIGHTED 100%**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**Candidates who do not appear on the date and time for their scheduled written test will be disqualified from the examination process.**

**RESCHEDULES WILL NOT BE ALLOWED IN THIS EXAMINATION.**

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**VETERANS  
PREFERENCE**

Veterans preference credits will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference credits. (Additional information is available on the last page of this bulletin.)

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**CAREER CREDITS**

This is an open, nonpromotional examination. Applications will not be accepted on a promotional basis. Career Credits do apply and will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (Additional information is available on the last page of this bulletin.)

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**INQUIRIES ABOUT  
THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to (916) 654-6869.

To obtain copies of this bulletin and additional EDD examination information, access the EDD Career Opportunities web site at [www.edd.ca.gov](http://www.edd.ca.gov). In addition, EDD maintains a 24-hour recorded Automated Call Processing System that provides current information about the exam process. This system provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch tone telephone, call (916) 654-6869.

## GENERAL INFORMATION

**THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the EDD, Human Resource Services Division, (916) 654-6869, four weeks after filing his/her application if he/she has not received a Receipt of Application notice and/or **THREE DAYS PRIOR to the written test date** if he/she has not received his/her notice to appear for the written exam. If a candidate's notice of testing fails to reach him/her prior to the day of the test due to a verified postal error, he/she will be rescheduled upon written request.

**EXAMINATION APPLICATIONS** (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at [www.spb.ca.gov/jobsgen/app.htm](http://www.spb.ca.gov/jobsgen/app.htm).

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**CAREER CREDITS:** Career Credits are granted only in Open, Nonpromotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

**VETERANS PREFERENCE:** California law allows granting of veterans preference credit in Open and Open, Nonpromotional examinations. Credit in open entrance examinations is granted as follows: 15 points for disabled veterans; and 10 points for all other veterans, widows and widowers of veterans, and spouses of 100% disabled veterans. Credit in Open, Nonpromotional examinations is granted as follows: 10 points for disabled veterans; and five points for other veterans. Directions for applying for veterans preference credit are on the Veterans Preference Application (Form 1093) which is available from the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001, and participating offices of the Employment Development Department, and on the Internet at [www.spb.ca.gov/svcgen/forms.htm](http://www.spb.ca.gov/svcgen/forms.htm).

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EMPLOYMENT DEVELOPMENT DEPARTMENT  
Human Resource Services Division, MIC 54  
P.O. Box 826880  
Sacramento, CA 94280-0001  
Telephone/Exam Hotline: (916) 654-6869  
Web site: [www.edd.ca.gov](http://www.edd.ca.gov)

California Relay Service for Hearing Impaired:  
From TDD Phone: (800) 735-2929  
From Voice Phone: (800) 735-2922

*TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.*